

# Chapter 6.

## Visits and Meetings

### Section 1. Visits

**6-100. General.** This Section applies when, in furtherance of a lawful and authorized U.S. Government purpose, it is anticipated that classified information will be disclosed during a visit to a cleared contractor or to a Federal facility.

**6-101. Notification and Approval of Classified Visits.**

The number of classified visits shall be held to a minimum. The contractor must determine that the visit is necessary and that the purpose of the visit cannot be achieved without access to, or disclosure of, classified information. All classified visits require advance notification to, and approval of, the organization being visited. In urgent cases, visit information may be furnished by telephone provided that it is followed up in writing.

**6-102. Visits by Government Representatives.** Representatives of the Federal Government, when acting in their official capacities as inspectors, investigators, or auditors, may visit a contractor's facility without furnishing advanced notification, provided these representatives present appropriate government credentials upon arrival.

**6-103. Visit Authorization Letters (VAL).** Contractors shall include the following information in all VAL's.

- a. Contractor's name, address, and telephone number, assigned CAGE Code, if applicable, and certification of the level of the facility security clearance.
- b. Name, date and place of birth, and citizenship of the employee intending to visit;
- c. Certification of the proposed visitor's personnel clearance and any special access authorizations required for the visit;
- d. Name of person(s) to be visited;

- e. Purpose and sufficient justification for the visit to allow for a determination of the necessity of the visit; and

- f. Date or period during which the VAL is to be valid.

**6-104. Recurring Visit Arrangements.** Classified visits may be arranged for a 12 month period. Contract related visits may be arranged for the duration of the contract with the approval of the activity being visited. The requesting contractor shall notify all places honoring such visit arrangements of any change in the employee's status that will cause the visit request to be canceled prior to its normal termination date.

**6-105. Need-to-Know Determination.** The responsibility for determining need-to-know in connection with a classified visit rests with the individual who will disclose classified information during the visit. Contractors shall establish procedures to ensure positive identification of visitors prior to the disclosure of any classified information.

**6-106. Control of Visitors.** Contractors shall establish procedures to control the movement of visitors to ensure they are only afforded access to classified information consistent with the purpose of the visit.

**6-107. Visitor Record.** Contractors shall maintain a record of all visitors to their facility who have been approved for access to classified information. The record shall indicate, (a) The visitor's name; (b) Name of the activity represented; and (c) The date of the visit.

**6-108. Long-Term Visitors.** When employees of one contractor are temporarily stationed at another contractor's facility, the security procedures of the host contractor will govern.

**6-109. Disclosure During Visits.** Contractors may disclose classified information during visits provided the intended recipients possess appropriate PCLS and have a need-to-know for the classified information consistent with the following:

- a. **Contract Related Visits.** When there is a classified contractual relationship (to include **all** phases of **pre-**contract activity) between the parties involved, classified information may be disclosed without the approval of the Government agency that has jurisdiction over the information.
- b. **Non-contract Related Visits.** When there is no classified contractual relationship between the parties, classified information may not be disclosed without the approval of the Government agency that has jurisdiction over the information.